

Upper Milford Township  
Board of Supervisors  
Township Building, Old Zionsville, PA 18068  
May 20<sup>th</sup>, 2021 7pm  
REGULAR MEETING MINUTES

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**ATTENDANCE:** Supervisors; Daniel Mohr, Robert Sentner, Joyce Moore; Manager Edward Carter, Planning Coordinator Brian Miller; Solicitor Marc Fisher, Secretary/treasurer Jessi O'Donald

Meeting called to order at 7:00 pm.

Pledge of Allegiance to the flag.

**ANNOUNCEMENTS:**

This meeting is being recorded principally to aid in the preparation of Minutes and for such other purposes as the Board sees fit. For that reason, will each person wanting to give any comments during this meeting, please state your name for the record and address the Board of Supervisors.

The Upper Milford Board of Supervisors held an executive session for legal and Personnel at 6:00 pm this evening.

Please speak loudly and clearly so those joining us remotely can hear.

**PUBLIC INPUT:** No input

**ACCEPTANCE OF MINUTES:**

Approval of May 6<sup>th</sup> Regular meeting minutes

**MOTION:** Supervisor Moore made a motion to approve the minutes as presented for May 6th, 2021. Supervisor Sentner seconded the motion. Hearing no questions or comments, both were in favor, motion carried

**PAYMENT OF BILLS:**

**GENERAL FUND:**

PLGIT XXXX7096 - Check No's. 20308 to 20348 in the amount of \$78,025.06

**STREET LIGHT FUND:**

PLGIT XXXX7125 - Check No's. 1366 in the amount of \$2,230.80

**HIGHWAY AID FUND:**

PLGIT XXXX7112 - Check No. 2639 in the amount of \$98,006.44

ACH payment KS STATE BANK in the amount of \$38,380.54

**ACKNOWLEDGEMENT OF BANK TRANSFERS:**

No Transfers

**MOTION:** Supervisor Moore made a motion to ratify the bills paid for May 20<sup>th</sup> as read for and acknowledge the bank transfer. Supervisor Sentner seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

**SOLICITOR'S REPORT:** -

**OLD BUSINESS:** None

**NEW BUSINESS:**

- 1.) LCA Agreement for Easement and Escrow
  - a. Memo from Manager Carter

When LCA started planning the upgrades to the Buss Acers well station Brian Miller and myself had asked them if they would be willing to make improvements to the swale that collects and carries the storm water from Gary drive thru their property and on to the adjoining property. LCA agreed to completed this work and give the Township an Easement on the LCA property to maintain the swale in the future. However at this time LCA is unable to complete this work until the the downstream property owner complete his improvements to the swale. We have ask LCA not to complete the swale improvements on their site because it could cause problems for the downstream property. LCA has agreed not to complete the swale upgrades, and has agreed to pay the township \$6,926.00 so the township can complete these upgrades when the abutting property owner completes their improvements. I would like the Boards approval to enter into the agreements with LCA for the Swale Improvements and the Easement Agreement, both have been reviewed by Staff and the Township Solicitor Marc Fisher.

**MOTION:** Supervisor Sentner made a motion to approve the agreement with Lehigh County Authority per Manager Carter's memo dated May 18<sup>th</sup>, 2021 and hold the escrowed amount of \$6,926.00 until upgrades can be completed as stated in the agreement. Supervisor Moore seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 2.) Storm Water O&M for 6672 Saint Peters Rd – Approval Resolution 2021-025

**MOTION:** Supervisor Sentner made a motion to approve Resolution 2021-025 the Storm water O&M for 6672 Saint Peters Rd. Supervisor Moore seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 3.) Authorization for additional Account at New Tripoli Bank – Approval Resolution 2021-026
  - a. Memo from Secretary O'Donald

At this time I am requesting authorization to open a Money Market Account with New Tripoli Bank for the deposit of the Cares Act money and the anticipated American Rescue Plan Deposits. This will help in the accounting and reporting for these deposits. The rates are higher with New Tripoli bank with less restrictive withdrawal rules and liquidity at this time than PLGIT. This account will be collateralized per municipal account regulations.

**MOTION:** Supervisor Moore made a motion to Authorize Resolution 2021-026 the additional savings with New Tripoli Bank as requested in the memo from Secretary/Treasurer O'Donald to hold separate the grant money received for CARES Act and American Recovery ACT until processed in accordance with Treasury guidance. Supervisor Sentner seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 4.) FIC Annex - Approval Resolution 2021-027

Solicitor Fisher explained that the Board has already given the approval for the Fields at Indian Creek Annex. This Resolution puts all of the parts of that approval in writing with Kay Builders.

**MOTION:** Supervisor Moore made a motion to approve Resolution 2021-027. Supervisor Sentner seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

- 5.) ESC Mailer information
  - a. Memo from Secretary O'Donald

At the May 6<sup>th</sup> Board of Supervisors meeting I was asked to gather information on the cost of a mailer for Ambulance and Fire Company history/education and subscriptions. There are two options. The Township is already on the schedule for a Fall Newsletter through Hometown Press. The cost of that Newsletter is postage only which averages \$1200.00. The cost of printing and formatting is paid for with the advertisements that are sold. Our deadline for the mid-September mailing is July 12<sup>th</sup> for the information to be in to me for proofing. I need to get it to Hometown by July 18<sup>th</sup>. The second option is a standalone mailer. The Cost of printing is between \$1,500 and \$2,000 depending on number of pages Plus postage. Postage again would cost between \$900 and \$1200.00 depending on size and weight.

There was a brief discussion. There was mention that this was tried before and no input from the Fire Companies as received. It was decided to wait until later in the agenda to discuss.

**DEP MODULES / SEWAGE PLANNING:** - None

**PLANNING COMMISSION – OLD BUSINESS:** None

**PLANNING COMMISSION – NEW BUSINESS:** None

- 1.) Lutheran Church of the Holy Spirit – Preliminary/Final Plan Approval with Waivers
  - a. Letter from Planning Coordinator Brian Miller

At their meeting on March 29<sup>th</sup>, 2021 the Planning Commission reviewed the Lutheran Church of the Holy Spirit Land Development, the Land Development Plan is part of a very small addition to the church building. The following three recommendation items were discussed:

1. A corner of the property borders the intersection of Cedar Crest Blvd. and Indian Creek Road, this intersection is on the Official Map and is depicted as an intersection that should be looked at for additional Right of Way or Easement Area as part of this process. It is the position of the Planning Commission and Township staff that there is enough Right of Way & Easement area already in place on this property, therefore they would recommend no additional Right of Way or Easements are required at this time. If you agree I would suggest a motion be made that additional right of way or easements as depicted on the official map are not required at this time.

**MOTION:** Supervisor Sentner made a motion that additional right of way or easements as depicted on the official map are not required at this time per the Planning Commission's recommendation from their May 3<sup>rd</sup> meeting. Supervisor Moore seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

2. The Planning Commission recommended approval of the requested SALDO Waivers in the attached letter dated 3/29/21 from Mark Bahnick P.E. of Van Cleef Engineering, it should also be noted that the Waiver letter mentioned Zoning Ordinance and Stormwater Ordinance No 106 waiver requests that the applicant was advised could not be waived. If you agree I would suggest a motion to approve the SALDO waivers noted in the 3/29/21 waiver request letter from Mark Bahnick, PE of Van Cleef Engineering.

**MOTION:** Supervisor Sentner made a motion to approve SALDO waivers noted in the March 29<sup>th</sup> waiver request letter from Mark Bahnick, PE of Van Cleef Engineering. Supervisor Moore seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

3. The Planning Commission recommended Preliminary/Final Plan approval contingent on the applicant addressing all comments in the Township Engineers review letter dated 3/26/21 to the satisfaction of the Township Engineer along with the payment of any outstanding fees. If you agree I would suggest a motion to approve the Preliminary/Final Land development plan for The Lutheran Church of the Holy Spirit contingent on addressing the comments in the Township Engineers review letter dated 3/26/21 along with payment of any outstanding fees be made at this time.

**MOTION:** Supervisor Sentner made a motion to approve the Preliminary/Final Land development plan for The Lutheran Church of the Holy Spirit contingent on addressing the comments in the Township Engineers review letter dated 3/26/21 along with payment of any outstanding fees. Supervisor Moore seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

**SUBDIVISIONS – IMPROVEMENTS:** None

**CORRESPONDENCE:**

- 1.) Request for Special Fire Police for  
Truck show 6/18&19 - Das Awkscht Fest 8/6-8 - Wheels of Time 8/27-29
  - a. Letter from Macungie Borough

**MOTION:** Supervisor Sentner made a motion to allow station #19 and #28 Special Fire Police to assist Macungie Borough with the events as requested above if willing and available. Supervisor Moore seconded the motion. Hearing no questions or comments, all were in favor, motion carried.

Supervisor Sentner asked about the training for the Fire Police volunteers confirmed at the last meeting. Jason Tapler had questioned if those volunteers had the correct training to be confirmed as Special Fire Police. Solicitor Fisher commented that according to the Second Class Township Code the Board only had to confirm. There was no further discussion.

**OTHER ISSUES:** - None

**REPORTS:**

Emergency Services Committee Report:

Supervisor

Township Emergency Management Coordinator: N/A

Emergency Services Call Report: No Report

Fire Companies: No Report

Emmaus Library: No Report

Recreation Commission: No Report – Next meeting 6/21 7pm at Fulmer Preserve

**Township Manager:**

Bud Carter – Manager Carter had been contacted by PennDOT in regard to a bridge and detour on Palm Rd. There was a bridge that had to be closed after a structural inspection and traffic needed to be detoured onto Geissing Rd and Kings Highway. He thought it would be a short detour period for repair.

**Supervisors:**

Robert Sentner – Supervisor Sentner asked about masks and the official guidance. Manger Carter responded that the guidance is very vague at the moment.

Joyce Moore – No Report

Daniel Mohr – Supervisor Mohr asked about the graffiti at Lenape Park. Manage Carter stated that most of it had already been cleaned up.

**EXECUTIVE SESSION:** Not Needed

**ADJOURNMENT:** Meeting was adjourned at 7:22 pm.

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Chairman – Daniel J. Mohr

**June 3<sup>rd</sup>, 2021**

**Date**

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Secretary Jessi O'Donald